

Occupational Employment Projections, Year 2002 Projected to Year 2012
Hinds Community College District

Standard Occupational Classification (SOC)		2002 Employment	2012 Projected Employment	Projected Employment Growth 2002 to 2012		Total Projected Avg. Annual Job Openings
Code	Occupation			Number	Percent	
43-0000	Office and Administrative Support Occupations	46,450	50,150	3,700	8.0%	1,555
43-1000	Supervisors, Office and Administrative Support Workers	3,500	3,890	390	11.1%	115
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	3,500	3,890	390	11.1%	115
43-2000	Communications Equipment Operators	1,970	1,350	-620	-31.5%	55
43-2011	Switchboard Operators, Including Answering Service	560	580	20	3.6%	15
43-2021	Telephone Operators	1,420	770	-650	-45.8%	35
43-3000	Financial Clerks	7,750	8,710	960	12.4%	280
43-3011	Bill and Account Collectors	890	1,140	250	28.1%	40
43-3021	Billing and Posting Clerks and Machine Operators	1,120	1,260	140	12.5%	35
43-3031	Bookkeeping, Accounting, and Auditing Clerks	3,920	4,340	420	10.7%	115
43-3041	Gaming Cage Workers	50	60	10	20.0%	5
43-3051	Payroll and Timekeeping Clerks	480	540	60	12.5%	20
43-3061	Procurement Clerks	190	180	-10	-5.3%	5
43-3071	Tellers	1,100	1,210	110	10.0%	65
43-4000	Information and Record Clerks	8,770	10,430	1,660	18.9%	380
43-4011	Brokerage Clerks	100	80	-20	-20.0%	0
43-4021	Correspondence Clerks	90	100	10	11.1%	5
43-4031	Court, Municipal, and License Clerks	380	430	50	13.2%	15
43-4041	Credit Authorizers, Checkers, and Clerks	50	40	-10	-20.0%	0
43-4051	Customer Service Representatives	2,220	2,900	680	30.6%	100
43-4061	Eligibility Interviewers, Government Programs	490	440	-50	-10.2%	15
43-4071	File Clerks	740	780	40	5.4%	25
43-4081	Hotel, Motel, and Resort Desk Clerks	440	530	90	20.5%	30
43-4111	Interviewers, Except Eligibility and Loan	240	320	80	33.3%	15
43-4121	Library Assistants, Clerical	220	270	50	22.7%	15

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43-4131	Loan Interviewers and Clerks	340	310	-30	-8.8%	5
43-4141	New Accounts Clerks	100	110	10	10.0%	5
43-4151	Order Clerks	420	400	-20	-4.8%	10
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	310	380	70	22.6%	15
43-4171	Receptionists and Information Clerks	1,910	2,610	700	36.6%	115
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	110	130	20	18.2%	5
43-4999	Misc. Financial, Information, and Record Clerks	620	600	-20	-3.2%	10
43-5000	Material Recording, Scheduling, Dispatching, and Distributing Workers	7,410	7,730	320	4.3%	255
43-5011	Cargo and Freight Agents	40	50	10	25.0%	0
43-5021	Couriers and Messengers	290	300	10	3.4%	5
43-5031	Police, Fire, and Ambulance Dispatchers	200	220	20	10.0%	5
43-5032	Dispatchers, Except Police, Fire, and Ambulance	290	320	30	10.3%	10
43-5041	Meter Readers, Utilities	90	80	-10	-11.1%	5
43-5051	Postal Service Clerks	120	130	10	8.3%	5
43-5052	Postal Service Mail Carriers	460	510	50	10.9%	20
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	420	420	0	0.0%	10
43-5061	Production, Planning, and Expediting Clerks	270	330	60	22.2%	10
43-5071	Shipping, Receiving, and Traffic Clerks	1,580	1,690	110	7.0%	45
43-5081	Stock Clerks and Order Fillers	3,450	3,470	20	0.6%	130
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	120	160	40	33.3%	5
43-5199	Misc. Material Recording, Scheduling, Dispatching, and Distributing Workers	70	70	0	0.0%	5
43-6000	Secretaries and Administrative Assistants	9,970	10,750	780	7.8%	270
43-6011	Executive Secretaries and Administrative Assistants	2,730	3,020	290	10.6%	80
43-6012	Legal Secretaries	1,070	1,350	280	26.2%	50
43-6013	Medical Secretaries	570	680	110	19.3%	20

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43-6014	Secretaries, Except Legal, Medical, and Executive	5,590	5,690	100	1.8%	115
43-9000	Other Office and Administrative Support Workers	7,080	7,300	220	3.1%	205
43-9011	Computer Operators	400	350	-50	-12.5%	10
43-9021	Data Entry Keyers	1,150	1,070	-80	-7.0%	25
43-9022	Word Processors and Typists	410	280	-130	-31.7%	10
43-9031	Desktop Publishers	20	20	0	0.0%	0
43-9041	Insurance Claims and Policy Processing Clerks	360	400	40	11.1%	10
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	250	250	0	0.0%	10
43-9061	Office Clerks, General	3,780	4,210	430	11.4%	125
43-9071	Office Machine Operators, Except Computer	260	270	10	3.8%	5
43-9081	Proofreaders and Copy Markers	70	60	-10	-14.3%	0
43-9111	Statistical Assistants	40	30	-10	-25.0%	0
43-9999	Misc. Secretaries, Administrative Assistants, and Other Office Support Workers	350	360	10	2.9%	10